

Washington Talking Book & Braille Library Audio Book Download Instructions

Downloading Audio Books from BARD and WTBBL

There are more than 19,000 National Library Service (NLS) audio books available for download and over 200 WTBBL audio books available for download. By downloading books, or having a friend or family member help you download, you have immediate access to the newest titles and current issues of magazines. You can also keep the books you download forever!

Note: This service is only available to individuals eligible for Washington Talking Book & Braille Library (WTBBL) and National Library Service (NLS) programs.

Equipment Needed

Before you can download audio books from the NLS BARD or WTBBL websites you need to have an approved player.

These currently include:

- A Digital Talking Book Machine (DTBM) available from WTBBL or your regional library. If you don't have one, please contact the library to be added to the list.
- A number of commercially available devices.

You will also need a computer with high-speed Internet access, an email address, and a USB storage device (aka, thumb drive, flash drive, or travel drive).

If you do not have an email address and need help signing up for one, please call the library to talk to a librarian for assistance. Training programming will be available soon.

Step One: Sign Up for an audio book downloading account

NLS Braille and Audio Reading Download (BARD) Account

Fill out the online application form at [NLS BARD](#). Your name and address must be entered exactly as they were given to or your eligibility can't be verified. Your login and a temporary password will be emailed to the email address you used in the application. When you log in, first create a new password. If you have problems with your password or application, please contact the WTBBL BARD administrator (206) 615-0416.

WTBBL Local Downloads Account ID/Password

If you would also like to download an ever-increasing number of WTBBL-produced audio books available through the WTBBL website, first sign up for BARD and then contact Library staff to activate your WTBBL account ID and password for downloads.

Individuals in other states may also use this service, but will need a WTBBL account ID and password. Contact WTBBL staff at wtbbl@sos.wa.gov. We will verify your status at the LBPH library in your state and email you an account ID and password.

Step Two: Start Downloading Books from the WTBBL Website or NLS BARD Website

The following describes the 3-part process to download on a computer using Windows XP. If you have different software, dialog boxes and their choices may be slightly different. The process should be very similar, however.

Part 1 - Downloading your books or magazines

- **BARD downloads:** Log in to <https://nlsbard.loc.gov> with your NLS user name and password
- **WTBBL local downloads:** Log in to <http://www.wtbbl.org/login.aspx> with your WTBBL account ID and password.
- After login, you will be on the BARD or WTBBL main page. You can search the most recently added books, the most popular books, or by title, author, subject, or keyword. You can search for magazines by title or by recently added issues. Each different section or search choice is marked with heading markers for screen readers.
- Once you arrive at your chosen book, find the blue underlined link associated with that book. Click the link or press Enter to begin the download.
- A window will open asking if you want to OPEN or SAVE the book. Select SAVE and click OK.
- A window will open in which you must specify where you want to save the downloaded book. By default the file name will include the author, title, and book number. Choose a desired location on your computer where you want to save the book. You can create a folder on your computer specifically for saving BARD books. Once you have made your selection, click SAVE.
- A download window will then open showing the progress of the download. Depending on the length of the book and your internet provider, this could take between 30 seconds and 10 minutes or more.
- Once the download is complete, you may close or minimize your internet application.

Part 2 - Unzipping (or extracting) the file

The book download is a single .ZIP (or compressed) file containing several necessary files for the book. You must first unzip (or extract) the book files to a folder on your computer or it will not play on your player.

- Go to where you have saved the downloaded book and double-click on the book file. This may automatically open a window, or wizard. If not, right-click on the file and select the option to Extract All Files. If the unzipped files automatically appear, skip to Section 3 to save them to your flash drive.
- The wizard will take you through the unzip or extract process. Select Unzip or Install From or Extract All Files and follow the wizard's directions. When the process is complete a window should appear containing all the unzipped files.
- With some systems you may need to select the option to create a new folder. You will need to name it, then move or copy and paste all the unzipped files into the new folder.

Part 3 - Saving the unzipped (or extracted) book file to your flash drive

- **Note:** these instructions are for use with a digital talking book machine (DTBM); if you have a commercial device, you will want to consult your user manual for any slight variations.
- Make sure a flash drive or blank NLS cartridge is plugged into a USB port on your computer. The flash drive can only have audio books on it. Any other files must be deleted or they will prevent the books from playing.
- Locate the folder with the unzipped book files. NOTE--Be sure you select the unzipped (or extracted) folder, not the compressed zip file.
- Move the selected, unzipped book files to the flash drive or NLS cartridge.

- Close all open windows.

Remove the flash drive or cartridge following your computer's recommended practice for removing USB media, and insert it into the USB port on the right side of the DTBM.

Repeat all three parts to download more books! You can put many books onto one USB flash drive. To browse through the books use the bookshelf mode.

Bookshelf mode

If you have more than one book on the drive, press and hold the Green (Square) Play/Stop button for 5 seconds to access the bookshelf. You will hear a beep and a voice announce "Bookshelf" and the number of books on the flash drive. Use the RW and FW keys to locate the book you want to read. Push the Play/Stop key again to begin playing the book.

If you have more questions, check out the [NLS BARD FAQ page](#) or call the library.

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